

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> City Engineer	<u>Revision Date:</u> 08/2014
		<u>EEO Category:</u> Professional
		<u>Status:</u> Exempt(Prof.)
		<u>Control No:</u> 20501

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general supervision and direction of the Public Works Director, manages current engineering and transportation projects and supervises the operations and personnel of the engineering division.

III. Essential Duties:

- Direct development review and approvals for all city projects.
- Supervise capital improvement design and approvals.
- Supervise capital project budgeting and costing.
- Supervise right-of-way negotiation and appraisals.
- Direct infrastructure master planning and review.
- Coordinate bond release policy, procedures, and requirements.
- Coordinate between planning, water, traffic, fire, parks and engineering approvals for development.
- Promote interlocal cooperation and coordination. Participate in negotiations.
- Hire, train, supervise, direct, discipline and evaluate personnel in the engineering divisions.
- Provide professional technical assistance and consult with Planning Commission and other departments on matters pertaining to engineering.
- Design, review and analyze construction of capital projects.
- Oversee the collection of technical data related to projects. Analyze the collected data for identification and solution of technical issues/problems.

IV. Marginal Duties:

- Respond to public inquiries, complaints, and requests.
- Respond and Investigate complaints regarding public improvements.
- Inform inspectors of new developments and requirements pertaining to development.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires bachelor's degree in civil engineering or related field.

Experience: Requires five years engineering experience, three of which must include supervisory responsibilities. May substitute up to two years additional education for required experience.

Certificates/Licenses: Valid Utah Driver's License required; current P.E. License in the state of Utah required.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Civil engineering design and construction methods; principles of management and budgeting, computer management and design systems.

Responsibility for: Correct judgment to avoid accidents which could bring injury or death to citizens and legal action against the City; moderate responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for making decisions which affect the activities of other individuals - what they should do, how to do it and when; full supervision of staff members in the Engineering Division of Public Works.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well developed sense of strategy and timing; ability to deal well with developers; frequent attendance at public meetings to expand pending construction projects or group meetings required as part of right-of-way acquisition.

Tool, Machine, Equipment Operation: Regular use of a telephone, computer, blueprint machine, printer, and 10-key.

Analytical Ability: Communicate effectively verbally and in writing; read plans and blueprints; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; establish meaningful goals and priorities; prepare plans and specifications, evaluate projects.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; employee will sit or stand for long periods of time. Required to move up to 50 lbs; frequent stooping, crouching and bending.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is minimal. Great mental effort is required daily; moderate exposure to stress working with developers, deadlines and night meetings; occasional field work and exposure to traffic and construction site hazards, dust, and loud noises; as well as various weather conditions and construction site hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____